

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-158

OPEN TO:	All Interested Candidates	OPENING DATE:	May 19, 2010
POSITION:	Travel Clerk , FSN-6; FP-8*	CLOSING DATE:	June 1, 2010
POSITION NO:	I-52345		
WORK HOURS:	Full-time; 48 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$33,390 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.547,679 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Travel Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent works as expeditor and provides meet and assist services at airport to all permanently assigned staff, TDYers and visitors, including VIPs and delegations; arranges permanent and temporary airport passes for DAO aircraft pilots, flight mechanics and other Mission personnel; arranges NOC for travel into Pakistan from MFA; makes hotel reservations; arranges foreign visas and Pakistani visa extensions for Mission employees; maintains filing system and responds to telephonic enquiries. Other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Two years of experience in travel/customer service/office management is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (fluent) Speaking/Reading/Writing Urdu is required.
- 4. KNOWLEDGE:** Must be able to deal tactfully and effectively with American and LE Staff personnel at the Mission, counterparts at airport, other missions, host country organizations, and host country officials.
- 5. ABILITIES & SKILLS:** Incumbent must have good customer service skills. Will be required to drive a USG vehicle; must have a valid Pakistani driver's license for car/jeep. Incumbent will work on an irregular schedule and will often work round the clock.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following GPO address or email at HROIslamabad@state.gov. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only shortlisted candidates will be contacted for test or interview.

SUBMIT FILLED DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 1, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.